



**OCEAN  
DISCOVERY  
INSTITUTE**  
*young lives transformed through science*

# **CAMP PRE-SERVICE TRAINING**

Christina Contreras . July 22, 2020

# TODAY'S GOAL

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To understand the essential elements of a successful mentoring relationship, and gain tools and knowledge that will support Mentors in developing and sustaining a positive and productive relationship with their Mentees.

# AGENDA

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- I. Warm Up
- II. Risk Management
- III. Article Discussion “First Do No Harm”
- IV. Activities
- V. Take Aways
- VI. Wrap Up

# WARM UP

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In breakout rooms, discuss the Ocean Discovery long-term mentor video:

- Something you learned
- Something that resonated with you
- Something you didn't understand
- Something you question

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# RISK MANAGEMENT

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# YOUTH INTERACTION POLICY

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## Report anything of concern

- Ocean Discovery is a mandatory reporter. If you hear anything of concern, report to ODI staff.
  - If in doubt, report it.
- Report any student conditions, medical or otherwise, directly to the College and Career Coordinator to refer to resources.
  - Avoid providing medicine/ medical advice, including Aspiring (unless given prior consent from parents)
- Maintain confidentiality and anonymity of student information, and do not share outside of CAMP staff.
- Call 9-1-1 for any immediate (medical) emergency; contact College & Career Coordinator for all other emergencies.

# YOUTH INTERACTION POLICY

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## Protect yourself and the student

- Coordinate all visits directly as a mentor-mentee pair, and include the College and Career Coordinator in electronic interactions, including but not limited to: email, websites, social media, chat rooms, video conferencing, instant messaging, phone and fax.
- Hold all meetings at the Living Lab—if not possible, meet in an approved alternative public-use or virtual space.
- Interactions must take place within pre-determined timeframe, frequency, and duration, and communications must always be professional and relevant to the current activity/need.
- Before connecting virtually, the platform being used to meet with students must be approved by the College and Career Coordinator. The use of social networking websites like - Facebook, Instagram, Snapchat, etc. - is prohibited.
- Monitor all your interactions on the "CAMP Hours Tracker".
- Do not take or store student photos on your personal devices.

# YOUTH INTERACTION POLICY

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## Create clear professional boundaries

- Do not give gifts over a nominal value (\$10).
- Maintain your primary role as a mentor focused on college and career.
- Trust your gut when something feels off, and consult with the College and Career Coordinator.



# YOUTH INTERACTIONS

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- Document your meetings
- Use approved locations and technologies
- Adhere to boundaries to protect yourself and mentee
- Maintain mentor-mentee relationship, and keeping it at that
- Keep a collaborative relationship with clear boundaries so to not harm the mentee

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# ARTICLE DISCUSSION

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# ***FIRST DO NO HARM: ETHICAL PRINCIPLES FOR YOUTH MENTORING RELATIONSHIPS***

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- I. Promote the Welfare and Safety of the Young Person
- II. Be Trustworthy and Responsible
- III. Act With Integrity
- IV. Promote Justice for Young People
- V. Respect the Young Person's Rights and Dignity

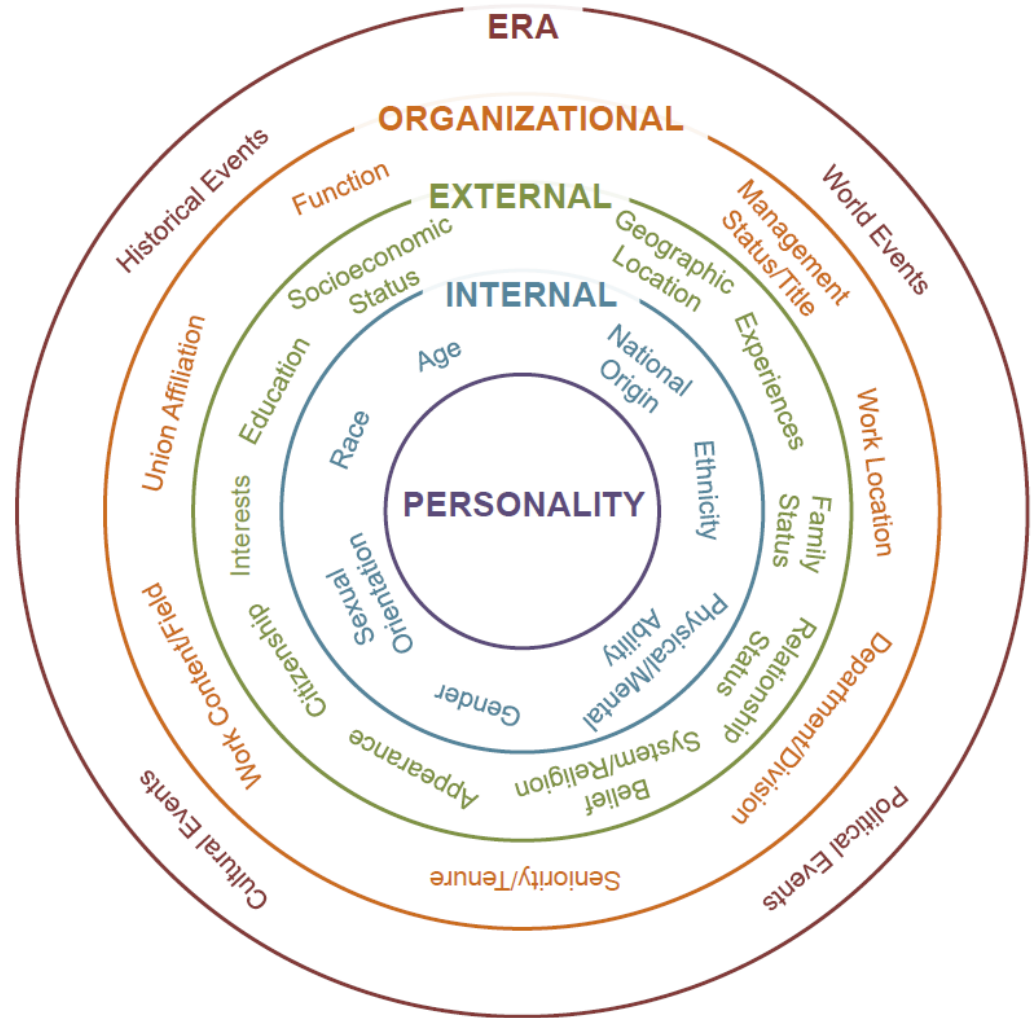
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# BEING CULTURALLY RESPONSIVE

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# DIVERSITY WHEEL

1. After spending time looking at the wheel, write down the top five things you think of when you think to describe yourself. The descriptions don't have to line up with the categories on the wheel, but it can be helpful to think of them that way.
2. Talk with your partner about how they identified themselves and what they noticed when they tried to put their characteristics into the areas of the wheel.
3. Discuss the categories that *didn't* come up in their self-description, and how this could come up in the mentoring relationship.



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# BUILDING TRUST

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# SIMPLE WAYS TO BUILD TRUST

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1. Be honest
2. Respect your student
3. Sincerely care
4. Ask open-ended questions
5. Don't be perfect
6. Don't look at your watch
7. Paraphrase what was said
8. Be transparent
9. Call or text your student
10. Take whatever is being said seriously
11. Empathize
12. Make the student feel significant
13. Be accessible
14. Look people in the eye
15. Remove distractions
16. Deliver what you promise
17. Be vulnerable
18. Know your audience
19. Take time to explain
20. Don't prejudge
21. Don't interrupt
22. Return calls quickly
23. Be curious
24. Keep secrets
25. Show compassion
26. Don't use a "fake" voice
27. Don't manipulate
28. Don't lie
29. Understand that your student is unique
30. Don't finish other people's sentences
31. Never talk down to anyone
32. Focus on your similarities
33. Listen attentively
34. Trust others first
35. Be comfortable with silence
36. Express emotions
37. Pay attention
38. Don't be a know-it-all
39. Don't flatter
40. Don't give up
41. Be enthusiastic
42. Lead by example

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# ACTIVE LISTENING

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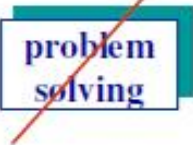



# ACTIVE LISTENING

## What is active listening?

- Active listening is a way of listening and responding to another person that **improves mutual understanding**.
- Listeners should remain **neutral and non-judgmental**, this means trying not to take sides or form opinions, especially early in the conversation.
- Active listening is also about patience - pauses and **short periods of silence** should be accepted.



# ACTIVE LISTENING

1.  Build a positive platform (**cheering works!**). Establish buy-in. Focus on an issue that makes a difference. Agree on the outcomes. Pass ownership to the coachee.
2.  What the coach believes is what the coachee will perceive. Be a positive role model. Be authentic. It's not about the coach!
3.  At the heart of what it means to coach is the capacity for emptiness. Have a **beginner's mind**. Be open to be surprised. Be there!
4.  A coaching conversation assumes that the way forward lies with the employee. Coaching, as a result, is not a *tell and listen* or even a *tell and sell* discussion. Nor should coaching be confused with *problem solving*. Coaching is a *power-to* relationship.
5.  To coach is to share the gift of presence...a deep awareness that makes listening a holistic experience. Listen to know what the coachee is passionate about. Listen without reservation. Know that **the listener shapes the conversation**.
6.  To coach is to ask great questions... to probe without pushing, to challenge without forcing, to inquire without intruding. Draw out strengths. **Ask for what you want** and not for what you don't want! Silence is often the best question of all!
7.  The coaching conversation must be converted into action. Small, successful steps **build self-confidence**. If it isn't written down it won't happen. Follow up!

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# TAKE AWAYS

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# CAMP TOOLS

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- [College Access Portal](#)
- [CAMP 2020-2021 Google shared folder](#)
- Weekly CAMP newsletter

# NEXT STEPS

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## **CAMP Kickoff,**

- July 29 @ 5:00-6:00

## **Regular Meetings**

- Pre-Meetings (arranged by Christina) following kickoff
- Establish trust, actively listen, and set clear boundaries to build the relationship and empower the student.

## **College Fit Workshop**

- August, TBD

## **Approved Activities**

## **Evaluation of Training**

## **Volunteer Application (Renewal)**



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**THANK YOU.**

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